



RE-ADVERTISEMENT: NOTICE NO. 40/2017

Emthanjeni Municipality, serving the towns and rural areas of De Aar, Britstown and Hanover, invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

1. POST: MUNICIPAL MANAGER

• Annual Total Remuneration Package:

- Salary scale: as per the annual upper limits gazette for senior managers.
- A Remote Allowance of 10 % of the Annual Salary may also be payable.
- Cellphone allowance as per Council Policy.

• Term of Appointment:

- The post is a fixed term contract of employment of 5 years - not exceeding 1 year after the 2021 Local Government elections, as well as acceptable conduct and performance during the term.

• Minimum Qualifications / Requirements:

- B Degree in Public Administration/Political Sciences/Social Sciences/Law; or equivalent
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. Certificate in Municipal Financial Management, e.g. (CPMD, MFMP, etc). If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593, failing which the appointment is automatically terminated one month after the applicable period.
- Valid driver's licence.
- No criminal record.

• Years of experience:

- 5 years relevant experience at a senior management level, and must have proven successful institutional transformation record in the public or private sector.

• **Core competencies:**

- As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.
- Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management.
- Advanced understanding of municipal council operations and delegation of powers.
- Proven track record of good governance, audit and risk management, budget and finance management.
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three local official languages.

• **Responsibilities:**

- The Municipal Manager, as Head of the Administration and the Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the municipality in order to achieve the strategic objectives of the Council.
- Compliance with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000;
- Provide strategic and ethical leadership and management to achieve the vision of the municipality;
- Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community;
- Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation;
- Management of the provision of services to the local community in a sustainable and equitable manner;
- Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations;
- Promotion of sound labour relations and compliance with applicable labour legislation;
- Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions;
- Administration and implementation of the Municipality's policies, procedures, by-laws and other legislation;
- Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality;
- Facilitate participation by the local community in the affairs of the Municipality;
- Develop and maintain a system for the assessment of community satisfaction with municipal services;
- Represent the municipality at provincial and national fora;

- The performance of any other function that may be assigned by the Municipal Council and as Accounting Officer.

Please Note:

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and its EE Plan.
2. No late, emailed or faxed applications will be considered.
3. Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the Municipal Website; www.emthanjeni.co.za (failure to do so will result in the candidate being disqualified).
4. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interest.
5. Emthanjeni Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.
6. Canvassing and/or lobbying of Councillors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.
7. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, assessment as well as travel and subsistence allowances to attend the interviews and assessment.
8. Suitably qualified applicants must submit an application form as per "Annexure C", a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) should be addressed to **The Mayor, Emthanjeni Municipality, PO. Box 42, De Aar, 7000, or hand delivered at Emthanjeni Municipal Offices, 45 Voortrekker Street, De Aar, at the Registry Office.**
9. The successful applicant will be stationed in **De Aar, Northern Cape** and the appointment will be subject to the signing of an employment contract and a performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
10. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
11. The Municipality reserves the right to appoint or not appoint any person.
12. **Closing Date: 22 December 2017 at close of business.**

Applicants who have already applied do not need to apply again.

Enquiries: Cllr. ST Sthonga (Mayor) Tel. 053 632 9100 or e-mail
mayor@emthanjeni.co.za during office hours (07:30 – 16:25).

The Mayor

Attention: Mr ST Sthonga

Emthanjeni Municipality

PO Box 42

DE AAR

7000

Or can be hand delivered at:

Emthanjeni Municipality

45 Voortrekker Street

DE AAR

7000

2. DIRECTORATE: FINANCIAL SERVICES

DEPARTMENT: Finance Department
POSITION: Chief Financial Officer
LEVEL: Manager Directly Reporting to the Municipal Manager
CENTRE: De Aar, Northern Cape

A. Annual Total Remuneration Package:

- Minimum Total Remuneration Package – R769 844, - Midpoint Remuneration Package- R864 994 – Maximum Remuneration Package- R960 143.
- A Remoteness Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. Term of Appointment: Permanent

C. Essential and Non-Negotiable Requirements:

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

- BComm Degree qualification in the fields of Accounting, Finance or Economics;
- or equivalent (financial management) at NQF Level 7;
- Extensive knowledge of the Local Government: Municipal Finance Management Act of 2003, National Treasury Regulations and all other related legislation, policies and regulations;
- Minimum of five (5) years' experience middle management levels preferably in Local Government;
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. South African Qualifications Authority Qualification ID No. 48965 for Chief Financial Officers of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593;
- Ability to compile Municipal Budget and Annual Financial Statements;
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- A valid driver's licence and own motor vehicle to execute duties;
- Knowledge of mSCOA;

D. Key Performance Areas (KPA's):

- Perform all delegations by the Accounting Officer in terms of the MFMA, and any other duties or functions that may be assigned by the Accounting Officer;
- Ability to compile the Municipal Budget and Annual Financial Statements and control all the municipality's Bank Account;
- Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management unit;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Development of MTREF in line with the requirements of the MFMA accommodating all departments/units;
- Develop and implement a budget spent management system to monitor the budget to prevent over or under expenditure;
- Establish functional debt management and billing units to promote financial sustainability of the municipality;
- Implementation of the MFMA Implementation Plan and instil compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain unqualified audit report;
- Establish and manager a functional Supply Chain Management unit in line with National Treasury Regulations to instill compliance with MFMA Regulations;
- Establish an updated Asset Register and the corresponding asset management policy and procedure to enforce compliance with and implementation of GRAP;
- Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted;
- Facilitate insurance management by incorporating insurance management system to control claims and develop corresponding policy;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;

3. DIRECTORATE: COMMUNITY SERVICES

POSITION: Director: Community Services
LEVEL: Manager Directly Reporting to the Municipal Manager
CENTRE: De Aar, Northern Cape

A. Annual Total Remuneration Package:

- Minimum Total Remuneration Package – R769 844, - Midpoint Remuneration Package- R864 994 – Maximum Remuneration Package- R960 143.
- A Remoteness Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. Term of Appointment: Permanent appointment

Requirements:

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

Key requirements

- Bachelor Degree in Social Sciences / Public Administration / Law, or equivalent at least NQF Level 6;
- Minimum of five (5) years' experience middle management levels preferably in Local Government;
- **Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593**
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Understanding of council operations and delegation of powers; as well as; Health service management; Cemetery management; Public safety and Parks and recreation management;
- A valid driver's licence and own motor vehicle to execute duties;

. Key Performance Areas (KPA's):

- Perform all delegations by the Accounting Officer and any other duties or functions that may be assigned by the Accounting Officer;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Leadership and direction of the directorate through managing all sub – divisions effectively to fulfil the objectives of the Emthanjeni Municipality;
- Fulfil all the legislative requirements of the directorate as prescribed in the Constitution of South Africa and all the different legislation guiding local authorities;
- Managing and control of the following sub – divisions: Libraries, Housing Services, Traffic, Cemeteries, Sanitation and Parks;
- Budget planning and Control
- Performance Management and development of all the different sub – divisions; and
- Exercise any other functions allocated by the Municipal Council or the Accounting Officer.

NB: Please Note:

- No faxed or e-mail applications will be considered;
- Candidates are required to complete the prescribed “Annexure C” application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website www.emthanjeni.co.za, (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Emthanjeni Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to

**The Acting Municipal Manager
Attention: Mr I Visser
Emthanjeni Municipality
PO Box 42
DE AAR
7000**

Or can be hand delivered at:

**Emthanjeni Municipality
45 Voortrekker Street
DE AAR
7000**

Enquiries may be directed to Acting Municipal Manager, Mr I Visser at 053 632 9100 during office hours between 08:00 – 16:00.

Closing date: 22 December 2017

Emthanjeni Municipality is an equal opportunity and affirmative action employer